

**TO:** Planning Commission  
**FROM:** Ben Boike, Assistant Comm. Dev. Dir.  
**DATE:** May 17, 2016  
**SUBJECT:** Ordinance Amend. – Interim Use Permits

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CASE #16-07 - Zoning Ordinance Amendment, Section 153.029 regarding Interim Use Permits – City of West St. Paul

**BACKGROUND:**

In 2011, the City Council approved language requiring an Interim Use Permit for temporary outdoor zoning uses in commercial districts, including sale of plants, food stands, sale of fireworks, display of general merchandise, etc. The current language requires all applicants to apply for an annual permit should they decide to continue the operation in consecutive years. The permit currently requires Planning Commission and Council approval each year.

As a result, in attempt to streamline the process for returning applicants, Staff is recommending amending the zoning ordinance to allow for an administrative review process should the request be similar to a previously approved request by Council. Staff is recommending the following requirements to bypass the formal approval process:

- (1) The application is a renewal of an Interim Use Permit which was previously approved by the City Council pursuant to 153.029 (C);
- (2) There have been no issues or violations with the existing Interim Use Permit;
- (3) There are no substantial changes to the Interim Use Permit as determined by the Zoning Administrator;
- (4) The Community Development Department has conducted an administrative review; and
- (5) The property owner on which the Interim Use Permit is located is current on all City fees.

**RECOMMENDATION:**

Hold public hearing and recommend approval of the amendment.

**ATTACHMENT:**

Ordinance Amending Section 153.029

**TIMELINE:**

May 17: PC public hearing

May 23: CC first reading

June 13: CC final reading (public hearing)